



**DEPARTMENT OF THE ARMY**  
**JOINT BASE MYER-HENDERSON HALL**  
**HEADQUARTERS COMMAND BATTALION**  
**239 SHERIDAN AVE, BLDG 417**  
**FORT MYER, VIRGINIA 22211-1199**

REPLY TO  
ATTENTION OF

IMMH-BN

16 July 2015

MEMORANDUM FOR all Soldiers Assigned and Attached to Headquarters Command Battalion, Joint Base Myer-Henderson Hall, VA 22211-1199

SUBJECT: Equal Opportunity Complaint Procedures - Policy Memorandum #4

1. The purpose of this policy is to inform all the Headquarters Command Battalion personnel of the procedures for processing equal opportunity complaints.
2. Although the processing of equal opportunity complaints through the chain of command is strongly encouraged, it is not the only channel available to Soldiers and Family members. A number of alternative agencies exist through which a complaint may be processed and commanders will not preclude Soldiers or Family members from using these channels in accordance with the procedures available through these agencies:
  - a. Next higher echelon in chain of command
  - b. Equal Opportunity Advisor
  - c. Inspector General
  - d. Chaplain
  - e. Provost Marshal/Criminal Investigation (CID)
  - f. Medical agencies
  - g. Staff Judge Advocate
  - h. Housing Referral Office
3. Any alternative agency that receives a formal complaint of discrimination or harassment has the obligation to talk with the complainant, find out as much information as possible concerning the complaint, and tell the complainant what role the agency has (action, information gathering, or referral to an action agency/Commander) and what will be done with the individual's complaint.
4. If during the course of an inquiry or investigation the receiving agency or commander identifies criminal activity, the complaint will be immediately referred to the proper agency (Commander, Provost Marshal, or CID) for investigation.

5. Allegations of discrimination in housing, both on and off post, will be referred to the housing referral office for processing under the provisions of AR 210-50.
6. Upon receipt of a complaint, the commander will ensure that the Soldier or Family member has sworn to the complaint. The unit commander will conduct an inquiry to determine if sufficient evidence exists to warrant a full investigation. If so the company commander or agency must refer the case to the battalion or brigade level commander for appointment of an AR 15-6 investigation or refer the case to the Inspector General.
7. The Installation Equal Opportunity HOTLINE is (703) 696-8729. The HOTLINE is to provide procedural information to callers for the filing of equal opportunity complaints within 24 hours.
8. The point of contact is JBM-HH Equal Opportunity Advisor located in Bldg 203, telephone (703) 696-2964.

  
JOHNATHON M. KUPKA  
LTC, SF  
Commanding